

Step-by-Step Instructions for Reviewing and Acknowledging a Purchase or Change Order

Log in to Ohio Buys. Purchase orders and change orders available for you to acknowledge will appear in the **Validations** window on the home page. In addition, you will also receive an email notification whenever a purchase order or change order is waiting for your acknowledgement.

The screenshot shows the Ohio Buys Supplier Portal interface. The 'Validations' window is highlighted with a red box, displaying the following data:

Process	Object	Action
R2 Order Workflow	PO00002036 - Sticky Notes for Fisher Rd - CINCINNATI ASSOCIATION FOR THE BLIND - CINCINNATI ASSOCIATION FOR THE BLIND	Supplier Acknowledgment
R2 Order Workflow	PO00002035 - Sticky Notes for Fisher Rd - CINCINNATI ASSOCIATION FOR THE BLIND - CINCINNATI ASSOCIATION FOR THE BLIND	Supplier Acknowledgment

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▲ The **Validations** window will show any purchase orders that are waiting for your acknowledgement across all of the Supplier locations you have access to. The **My Purchase Orders** window on the homepage only displays purchase orders for the particular location you are viewing. To change locations, click on your company name in the top right corner of the page and select the corresponding location from the drop-down menu.

To view a purchase order or change order, click on the **Object** hyperlink for the order that you wish to review and acknowledge.

Review the information contained in the order, especially the delivery & payment information and line items.

The screenshot shows the purchase order detail page for PO: PO00000723. The page is divided into several sections:

- Header:** Order Label (Req. 6/10/2019-Sporting Goods Shop), Supplier (Sporting Goods Shop), Organization (DAS109000 General Services Division LZRS), Legal Company (State of Ohio), Order Date (6/10/2019).
- Buyer Contact (A):** Admin U.S.
- Supplier Contact:** DONEPUDI Harisha Supplier
- Currency:** USD
- Ship to:** ACC ACCOUNTANCY BOARD, 77 S High Str, 18th Floor, 43215 Columbus, Ohio, UNITED STATES
- Bill to:** PCard Bill-To, 30 East Broad St, 34th Floor, 43215 Columbus, Ohio, UNITED STATES
- Delivery & Payment:** Incoterm, Incoterm Location, Payment type (Bank Transfer), Payment terms (30 days end of month the 15th).
- PCard Details (B):** PCard Credit #, Month, Year, PCard CVV #.

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- You should direct any questions about the order to the **Buyer Contact** at the State.
- If a PCard is being provided as the payment method, the PCard details (**Card #**, Expiration **Month** and **Year**, and **CVV#**) are visible here.

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Click **Print PO** to generate and review a printable PDF of the purchase order.

- **Order Number:** automatically generated order number within Ohio|Buys.
 - ▲ For change orders, the PDF template will state "Change Order" in the top right hand corner and include the original PO number.
 - ▲ If a PO is in a status of "In Progress" the PO PDF template will state "DRAFT, Draft Orders MUST NOT be fulfilled" in the top right hand corner.
 - ▲ If a purchase order is for an After-the-Fact purchase order, the PDF will include a watermark that reads "Do Not Duplicate." This indicates that the products in the order have already been provided, and that your organization should not fulfill the order.
- **Deliver to Address:** where the items within the order are being delivered to.
- **Bill to Address:** where the order is being billed to.
 - ▲ If the order is a Pcard order, the name of the Pcard holder will be displayed in this section.
- **Comments:** important comments relating to the order
- **Items List:** the Code/SKU, reference and description, quantity, due date, unit price, and exact amount of each item on the order

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P-CARD Order

Order N°: PO0000855
(please refer to this number on all documents)

Payment Provision: The purchase order number authorizing the delivery of products or services **MUST** be included on the invoice. By accepting this purchase order, Vendor hereby certifies that it is in full compliance with Ohio Section 2517.23 as it relates to campaign finance contributions

DMH-OH DEPT OF MH & ADDICTION SVCS
Columbus, on 5/20/2020
Sample Pcard Order 2-VANCE OUTDOORS INC

SUPPLIER ID 0000091252-2

VANCE OUTDOORS INC
Attn: RON GROVES
Address: 150 ARROWHEAD BLVD

HEBRON, Ohio
43025 US
Phone:
E-mail: RGROVES@VANCE@OUTDOORS.COM.QA

ORDER N°PO0000855

Status: Cancelled by amendment
Revision:
Requestor: Summer Zhang
Phone:
Email: puzhang@kpmg.com

DELIVER TO
(unless specified differently per item)

DMH91100 TOL HOUSEKEEPING NOPH
Attn:
Address:DMH RHODES TOWER FLOOR 11
Central Office
30 East Broad Street
UNITED STATES
Columbus, Ohio 43215-3430
Requested Delivery Date: 6/18/2020
(Unless specified differently per item in section delivery details)
Incoterms:

BILL TO

DMH91100 TOL HOUSEKEEPING NOPH
Address: DMH RHODES TOWER FLOOR 11
Central Office
30 East Broad Street
UNITED STATES
Columbus, Ohio 43215-3430
Payment Terms:
PCard: 0102
PCard Exp. Date: 3 2023
PCard Holder Name: Summer Zhang

COMMENTS

N°	CODE/SKU	REFERENCE AND DESCRIPTION	QTY	UOM	CTR	DUE DATE	UNIT PRICE	EXT. AMOUNT
1	SKS-9-0083	Model P365 Nikon Micro-Compact with X-Ray 3 Night Sights, 9mm Lugger, including Two (2) Tan (10) Round Magazines, Hard Case and Cable Lock Attn:	2.00	Each	07902219-1	6/18/2020	209.00	209.00

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Once you have confirmed that your organization will be able to fill the order, and reviewed the order PDF to determine whether or not the order is an after-the-fact purchase order, click **Acknowledge**.



- ▲ If you have questions and/or comments about regarding a purchase order, enter your question and/or comment in the **Add a comment** field and then click **Save**. After you have saved your question and/or comment, click **Return** at the top of the page to send the purchase order back to the buyer. The buyer will then review your response and you will receive an email notification once they have re-submitted the purchase order.

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The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Return', 'Acknowledge', 'Create an advanced shipping notice', 'Create Invoice', and 'Print PO'. Below the navigation bar, the address '43528 Toledo, Ohio, UNITED STATES' is displayed. A 'Comments' section is visible, with a sub-section for 'Comments to Supplier'. The 'Add a comment' section is highlighted with a red border and contains a text input field labeled 'Comment', a file upload button 'Click or Drag to add files', and a 'Save' button.